

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 15 February 1954

FROM : Assistant Comptroller

SUBJECT: Internal Training - Office of Comptroller

There is quoted below, for your general information, an item included in our Weekly Report to DD/A, which concerns a phase of internal training being conducted by the Office of the Comptroller:

"In furtherance of the Agency's training objectives, the Comptroller gave a talk to all employees of his office on the subject of 'The Functions and Objectives of the Office of the Comptroller'. Through the courtesy of the Office of Training, arrangements were made for the use of the R&S Auditorium for these talks, from 4 to 5 p.m. on 8 February and 10 February, and the talk was given to one-half of the staff on each of these dates. The purpose of the talk was:

- a. To acquaint all employees with the scope, functions, and objectives of the job assigned to the Comptroller's Office, and to emphasize the inter-dependence and relationships of the various Divisions and Branches in the overall process.
- b. To emphasize the reliance which must be placed upon individual knowledge, competence and enterprise in order to attain Agency objectives.
- c. To explain the Career Service Program as it affects the individual employee, and to emphasize the role of training in the development of individual talents."

25X1A

Document No. 007 *18*NO CHANGE in Class. ☐☒ DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 10/04/78 By: 010